

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, April 8, 2010 at Brown County Shelter Care- 2980 St. Anthony Drive, Green Bay, WI

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**Present:** Tom Lund, Chairman; Paula Laundrie-Geishirt,  
Dottie Schoenleber, Helen Smits, Maria Zehren

**Excused:** JoAnn Grashberger

**Also**

**Present:** Brian Shoup – Human Services Director  
Steve Felter – Shelter Care Services

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1. **Call Meeting to Order:**  
The meeting was called to order by Chairman Tom Lund at 5:15 p.m.  
Committee members introduced themselves to Mr. Felter.
2. **Approve/Modify Agenda:**  
**Motion made by P. Laundrie-Geishirt and seconded by H. Smits to approve the agenda. MOTION APPROVED UNANIMOUSLY**
3. **Approve Minutes of March 11, 2010 Human Services Board Meeting:**  
  
**Motion made by D. Schoenleber and seconded by Zehren to approve the minutes. MOTION APPROVED UNANIMOUSLY**
4. **Presentation and Tour: Shelter Care Services – Steve Felter, Unit Supervisor**

Before giving the Board a tour of the Shelter Care facility, located at 2980 St. Anthony Drive on the east side of Green Bay, Unit Supervisor, Steve Felter, explained that the facility was built in 1991. He has been with the agency since 1987. Shelter Care is a short-term residence for male and female youth, ages 10 to 17, placed here or made eligible for placement by Juvenile Court Judges, Commissioners, or Court appointed Intake Workers. Shelter care is staffed 24 hours a day, 365 days a year by trained professionals. In addition to providing around the clock supervision, the staff lead learning and recreational programs designed to develop positive social and daily living skills. They also provide support and consultation to residents while serving as examples of adult role models. Their mission is to strengthen youth and their families.

Shelter care is a non-secure facility although residents must have permission to come or go per the rules of their individual service plan. Off-site visits include school attendance, appointments with community service providers, family visitation and home passes. Residents are expected to maintain a clean living environment in both personal and group areas, learn how to do their own

laundry, and assist with normal household chores such as mealtime cleanup. Appropriate behavior is expected at all times. A daily point system is used to earn privileges.

Mr. Felter reported that over the past four years, there has been an annual average population of 428 youth per year, of which 264 were Brown County residents. Those served from out of county averaged about 48 annually.

5. **CTC Memorial Policy (attached):**

The policy (included in packet material) for "Honoring Individual Achievements at the Brown Community Treatment Center" for the creation of a Barbara Bauer Award was reviewed and discussed. Criteria includes:

- Extraordinary leadership as a volunteer, advocate, policy maker, elected or appointed official, or professional in support of mental health, addictions, or long term care.
- The leadership achievements have been documented and have advanced the mission of the CTC.
- Must be or have been a Brown County citizen

Candidates for nomination would be considered each December by the Human Services Board and any nominations would be presented to the Human Services Committee for final approval. Neither a nomination nor approval is required in a given year if no candidate is considered.

A Hall of Honor shall be designated at the CTC with a special plaque honoring Barbara Bauer. Thereafter, plaques of all recipients of the Barbara Bauer Award will be hung in this hallway.

The Board will review the criteria further before presenting the concept to the Human Services Committee.

6. **Family Care Update:**

Human Services Director, Brian Shoup, explained that by September a joint resolution will need to be passed by the Brown County Board in regard to Family Care, along with the seven other Wisconsin Districts. Chairman Lund suggested the resolution be presented to the Board mid-to late summer for this approval to happen. Mr. Shoup announced that Rolf Hansen has been hired as the Planning Director for this District with an office at NWTC.

7. **Community Treatment Center Update:**

Mr. Shoup indicated he has been contacted by the Veterans Administration regarding the possibility of having an acute psychiatric facility located in Brown County. He will continue to update the committee as discussions proceed.

8. **Financial Report:**

Shoup applauded staff for recalculating rates, resulting in a recovery of an approximate \$1 million for Sophie Beaumont and the CTC.

9. **Bellin Hospital Statistical Update:**  
A letter from Linda Roethle of Bellin Hospital reports that Bellin Psychiatric Center did not transfer any involuntary adolescents to other institutions during the last reporting period, nor were there any admissions refused.
10. **Community Treatment Center Statistical Update:**  
Statistical reports in packet material were noted.
11. **Contract Update:**  
Report from Jill Roland, Contract & Provider Relations Manager was noted.
12. **Director's Report:**  
Mr. Shoup highlighted the following activities over the last reporting period:
  - Initiative to improve customer service at the hospital is underway
  - An RFP for conversion of medical records has been sent out. The goal is to reach an agreement with a vendor in order to be compliant with the November 2011 deadline.
13. **Any Other Matters:**  
**Next Meeting: Thursday, May 13<sup>th</sup>, 2010**  
**Topic to be Discussed: Children's Protective Services**
13. **Adjourn Business Meeting:**  
  
**Motion made by Laundrie-Geishirt and seconded by Schoenleber to adjourn at 7:10 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary